



Department of Energy  
Washington, DC 20585

Department of Energy Vendor:

**IMPORTANT PAYMENT INFORMATION – CENTRAL CONTRACTOR REGISTRATION**

With very limited exceptions, the Federal Acquisition Regulation, Part 4.11, requires vendors to register in the Central Contractor Registration (CCR) prior to the award of a contract, basic agreement, basic ordering agreement, or blanket purchase agreement by a federal executive agency. Therefore, effective April 15, 2008, the Department of Energy (DOE) will begin using the Central Contractor Registration (CCR) as the primary means for obtaining banking and remittance information for vendors doing business with the DOE.

All vendors are strongly encouraged to access the CCR and verify their registration information, particularly the electronic fund transfer (EFT) information. Since the Dun & Bradstreet DUNS or DUNS+4 number reflected in your offer and/or contract is used to locate the appropriate record in the CCR, you must ensure you have a corresponding CCR record which reflects that DUNS or DUNS+4 number. Further, the EFT information contained therein must be correct for your DOE payments. Failure to verify the data in the CCR by April 15, 2008, could result in invoice payments to your organization being delayed. Subject to the specific terms of your contract, failure to maintain the correct EFT information in the CCR constitutes submission of an improper invoice and would preclude the payment of interest on delayed payments, e.g., see 52.232-33 Payment by Electronic Funds Transfer—Central Contractor Registration. Additional information regarding the CCR and registration requirements can be found at <http://www.ccr.gov/>.

Financial assistance recipients submitting applications through Grants.gov are required to be registered with the CCR also. Therefore, any recipient who submits a proposal through Grants.gov and is not being paid through the Department of Treasury's Automated Standard Application for Payments (ASAP) system should ensure their EFT information contained in the CCR is accurate as well as that information will be used for making payments via EFT.

If you have any questions, please contact Paul Coombs of my staff, at (202) 287-1703 or via email at [paul.coombs@hq.doe.gov](mailto:paul.coombs@hq.doe.gov) .

Sincerely,

A handwritten signature in black ink, which appears to read "Douglas L. Baptist".

Douglas L. Baptist, Director  
Information Management Systems Division  
Office of Contract Management  
Office of Procurement and Assistance Management  
US Department of Energy